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Helen
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4 May 1956

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Writing Workshop

1. The next Writing Workshop will start on Monday, 21 May. The course, as revised, will run for four weeks with three-hour sessions from 0900 to 1200 on Monday, Tuesday, and Thursday of the first week and with three-hour sessions from 0900 to 1200 on Tuesdays and Thursdays of the following three weeks. The class will meet in Room 2202 Alcott Hall.

2. The course is offered primarily for employees with Agency experience of one or more years who have an assignment involving the production of written intelligence. It is designed to stimulate good habits of thoughtful, self-critical writing. It will include nine hours of diagnostic tests to determine the student's writing proficiency and specific exercises to correct common writing faults. Twelve hours will be spent on creative writing exercises and problems of revision. Five hours will be given over to general discussions of faults uncovered by these exercises. One hour will be allowed for introduction and for administrative matters.

3. The class is limited to twelve students. Applications in excess of this number will receive priority consideration for subsequent courses.

4. Applications should be submitted to the Registrar, OTR, Room 17, Building by the close of business 14 May.

MATTHEW BAIRD
Director of Training

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